



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|--|---|---|---------------------------------------|
| Application Date <i>October 1, 1980</i> | 1. Agency Address <i>Department of Natural Resources Office of Admin. Services Accounting Section, Licensing Unit 2258 Northlake Parkway, Suite 100 Tucker, Georgia, 30083</i> | Application Number <i>80-391</i> | |
| Application Number | | Date Received <i>OCT 7 1980</i> | Date Completed <i>NOV - 3 1980</i> |
| 2. Person to Contact <i>Michael D. Hughes</i> | | Working Title <i>Director, Licensing & Boating</i> | Telephone Number <i>393-7263</i> |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest <i>4/1/79</i> Latest _____ Date | 5. Records Series Title (followed by title used in office; if different) <i>Hunting & Fishing Licenses, Regular and Special (Unissued)</i> | | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <i>The Office of Administrative Services is responsible for the Accounting, General Services and Internal Audit functions of the Department. The Licensing Unit is responsible for the distribution, sales and accounting for all of Hunting and Fishing licenses, Special purpose licenses required by law for outdoor recreation and conservation activities. These licenses are issued to dealers who either pay in advance or buy on consignment and pay as they sell. The licenses are valid only during a license year which runs from April 1 to March 31. After that time, the licenses are of no value and unissued licenses and licenses returned by the dealers as unsold, must be destroyed.</i> | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <i>Documents relating to: Licensing hunters and fishermen for the various outdoor recreational activities requiring licensing by law.</i> <i>Included are: Printed licenses which were never issued to dealers, and licenses issued to dealers which have been returned by the dealer for credit against his account. Both categories are of no value after the expiration date printed on the individual licenses.</i> <i>File is arranged: In either the original shipping cartons (unissued licenses) which bear the license numbers contained within, or in archive boxes, numbered to correspond to internal inventory cards kept in the unit.</i> | | | |
| 8. Monthly Reference Rate One to six months old <i>None</i> ; Seven to twelve months old <i>None</i> ; Thirteen to twenty-four months old <i>None</i> ; twenty-five months and older <i>None</i> ? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <i>Shipping cartons about 50, and archive boxes about 50.</i> | | | |

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| X | a. Is this the official copy of the series? If not, where is it? |
| XX | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| XX | c. Is this a vital record? |
| XXX | d. Does this series have historical or long term research value? |
| X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| X | f. Is the information contained in this series ever published? If yes, attach copy. |
| X | g. Is information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| XX | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| XX | i. Is this series (or a major portion of it) regularly microfilmed? |
| XX | j. Does the record series result in a computer printout? |

11. Retention Requirements *None* The following requires the series to be kept:

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|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☒ Other March 31 then,

☒ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

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| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| <i>[Signature]</i> | 10/2/80 | <i>[Signature]</i> | 10-2-80 |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 80-391 | | State Records Committee (Signature) | Date |
| | | State Auditor/Designee | 10-30-80 |
| | | Secretary of State/Designee | 10-27-80 |
| | | Attorney General/Designee | 11-3-80 |